

California Franchise Tax Board

STATE OF CALIFORNIA

PROGRAMMER I

OPEN EXAMINATION SPOT
SACRAMENTO ONLY

FRANCHISE TAX BOARD

PO Box 550

Sacramento CA 95812-0550

ATTN: Exam Section, (916) 845-3608

Website: <http://www.ftb.ca.gov>

TDD is Telecommunications Device for the Deaf.

California Relay Service

From TDD phone (800) 735-2929

From Voice phone (800) 735-2922

Applicants should be aware that prior to employment with the Franchise Tax Board a background investigation will be conducted. The investigation will consist of completion of a questionnaire, fingerprinting, and inquiry to Department of Justice to disclose criminal records. Employment offers will be made prior to completion of the questionnaire. A commitment to hire will **not** be considered final until the background information has been reviewed and approved by the department.

CONTINUOUS TESTING – HOW TO APPLY

CUT-OFF DATES: March 18, June 17 & October 14

Applications (Form 678) will be accepted continuously as employees meet the requirements listed below and may be filed in person or by mail with:

In Person:
Franchise Tax Board
Exam Section
Room 1024B
Sacramento, CA 95827

By Mail:
Franchise Tax Board
PO Box 550
Sacramento, CA 95812-0550
ATTN: Exam Section

NOTE: If you have a disability and need special test arrangements mark the appropriate box in Part 2 of the application for examination (Form 678). You will be contacted to make special arrangements.

SALARY RANGE: Range A — \$2791 – \$3008
Range B — \$2878 – \$3287

ELIGIBLE LIST INFORMATION

An open eligible list will be established for the Franchise Tax Board. Names of successful competitors are merged into the list in order of final scores, regardless of date. A candidate may **only** test once in a 12-month period. Eligibility expires after 12 months; competitors may then retest to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the date which they apply.

Copies of official evidence/documentation of completion of required course work including units received, must be attached to the application at the time of filing. Applications received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as **"Either" I, "or" II, "or" III, etc.** For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Successful completion of 18 semester units or 378 hours of academic courses in computer science or information processing provided by either a college or university, a State agency, or a vocational institution, including a minimum of six semester units of 162 hours of programming courses including laboratory work. (Persons who will complete the required course work outlined above during the current semester will be admitted to the examination but they must produce evidence of successful completion of the prescribed courses before they may be considered eligible for appointment.)

Or II

One year of experience performing programming tasks. Experience performing programming duties while enrolled as a student at a recognized college may be applied toward meeting this requirement based on 1000 hours being equal to six months. (Programming experience as a hobbyist or for personal use is not considered qualifying experience under this Pattern.)

Or III

Six months of experience performing programming tasks. Experience performing programming duties while enrolled as a student at a recognized college may be applied toward meeting this requirement based on 1000 hours being equal to six months. (Programming experience as a hobbyist or for personal use is not considered qualifying experience under this Pattern.) **and**

Successful completion of nine semester units or 216 hours of academic courses in computer science or information processing provided by either a college or university, a State agency, or a vocational institution, including a minimum of six semester units or 162 hours of programming courses including laboratory work. (Persons who will complete the required course work outlined above during the current semester will be admitted to the examination but they must produce evidence of successful completion of the prescribed courses before they may be considered eligible for appointment.)

Or IV

One year of experience as an Information Systems Technician (Range B) or an Occupational Technician (General) (Range B) in the California state service performing information processing duties that include writing job control language or its equivalent. **and**

Successful completion of nine semester units or 216 hours of academic courses in computer science or information processing provided by either a college or university, a State agency or a vocational institution, including a minimum of six semester units of 162 hours of programming courses including laboratory work. (Persons who will complete the required course work outlined above during the current semester will be admitted to the examination but they must produce evidence of successful completion of the prescribed courses before they may be considered eligible for appointment.)

Special Personal Characteristics: Willingness to do detailed work requiring a high degree of mental concentration; a demonstrated capacity for development as evidenced by work history, academic attainment or well-defined occupational or vocational interests, and willingness and ability to accept increasing responsibility.

Additional Desirable Qualifications: Programming/laboratory courses in COBOL; equivalent to graduation from college.

Official evidence/documentation of completion of required course work including units received, must be attached to the application at the time of filing. Applications received without this information will be rejected.

THE POSITION

The Programmer I is a recruiting and developmental class. Incumbents, under close direction, plan and develop programs to be processed by electronic information processing equipment; under close supervision perform systems analysis or systems programming (software) work; and performs other related work. Positions exist in Sacramento only.

EXAMINATION INFORMATION

Supplemental Application — Weighted 100%

The department will administer examinations as needed. A candidate may test only once during a 12-month period. **INTERVIEWS WILL NOT BE HELD.** This examination will consist of a supplemental application weighted

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

PROGRAMMER I LM34-1382

CONTINUOUS FILING

CUT-OFF DATES: March 18, June 17 & October 14

PROGRAMMER I

5-10-99

100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. Candidates who meet the Requirements for Admittance to the Examination will receive a supplemental application which is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties of the classification. Candidates who do not complete the supplemental application will be eliminated from this examination.

Scope:

A. Knowledge of:

1. Principles and procedures of computer programming.
2. General operating principles, capabilities and limitations of electronic information processing equipment.
3. Use and application of programming languages, and job control language and assembly language.
4. A variety of base arithmetics (binary, hexadecimal, etc.).

B. Ability to:

1. Use programming principles and procedures.
2. Use programming languages.
3. Use programming tools and equipment.

4. Present solutions to problems with clarity and precision in written and/or graphic form.
5. Compose structured computer programs.
6. Write clear and concise narrative statements and draw logical diagrams.
7. Detect, analyze and correct errors in programs.
8. Learn new programming languages.
9. Analyze work systems into logical components.
10. Suggest alternative systems to reflect user requirements and constraints.
11. Communicate effectively.
12. Reason logically and creatively.
13. Analyze data and draw logical conclusions.
14. Work cooperatively with others and gain their respect confidence.

Veterans preference credit will be added to the final score of all open competitors in this examination who qualify for, and have requested, these points and who are successful in all part(s) of the examination. (See "General Information" on this bulletin for information regarding veterans preference points.)

GENERAL INFORMATION

It is the candidate's responsibility to contact the Franchise Tax Board, Exam Section, (916) 845-3608, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Franchise Tax Board, Exam Section, (916) 845-3608, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview or performance test due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Franchise Tax Board, local offices of the Employment Development Department and the State Personnel Board office.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Franchise Tax Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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